

Lanesboro Public Utilities  
Council Chambers  
May 19<sup>th</sup>, 2014, 12:30 p.m.

Commissioners Present: Gerald Evenson, Chair  
Theresa Coleman

Absent: Dennis Schuck

Staff Present: Jim Peterson and Jerod Wagner

*Commissioner Evenson called the meeting to order at 12:42 p.m. Commissioner Coleman moved to adopt the agenda. Motion was seconded by Commissioner Evenson. Motion carried.*

*Commissioner Evenson moved to approve the minutes of the April 21<sup>st</sup>, 2014 meetings. Motion was seconded by Commissioner Coleman. Motion carried.*

### **New Business**

- A. Water Main Break at 700 Kenilworth and 400 DuPont Street (Update)  
*Jim Peterson provided an update to the Utilities Commission regarding the progress on this project. Peterson stated that the Kenilworth break was nearing completion regarding the plumbing issue. He stated that the construction company is starting on DuPont today (Monday) with removing the blacktop and conducting locates for the underground services.*

### **Regular Business**

- A. Payables

*Commissioner Coleman moved to pay expenses of the Lanesboro Public Utilities. Motion seconded by Commissioner Evenson. Motion carried.*

- B. Utility Pole Cutoff Fixture at Bethlehem Lutheran Church-David Tacke

*Administrator Todd advised the PUC that David Tacke requested a fixture to the utility pole located in the Bethlehem Lutheran Church lot. Tacked stated that the light shines directly into this condo, however, there was a need for a light source for the parking lot. He indicated that he would like a remedy to the issue. Jerod Wagner stated that he would spray paint the light so that it directs the light towards the parking lot rather than outward towards Mr. Tacke's condominium.*

#### C. Utility Pole and Line Removal-Alley by Tom Manion's Office

*Administrator Todd advised the PUC that there is a drainage issue in the alley by the City Attorney's office. The alley was not pitched properly and the water is pooling by the building causing damage. Likewise, the storm drain is leaking and causing the sidewalk to settle by approximately six inches. Todd advised that the City is looking into fixing the alley drainage issue but there was a utility pole located adjacent to the building with power lines that would need to be relocated. Todd stated that he had already spoken with Jim and Jerod about the issue and they stated that they could remove the pole and bury the lines underground. Motion was made by Commissioner Evenson to remove the utility pole and relocate the lines underground and to try and coordinate this activity with the contractor conducting the work. Motion was seconded by Commissioner Coleman. Motion carried all in favor.*

#### D. Backhoe Trade-In

*Administrator Todd reintroduced the backhoe trade-in to the PUC in the hope that we could move forward with the acquisition of the new piece of equipment. Todd stated that the backhoe is in need of some costly repairs and regular maintenance and that now would be the right time to trade it in. Based on the agreement worked up with Titan Machinery, the trade would equate to roughly half of the new purchase price of a new backhoe. Additionally, the terms (3,4 and 5 year lease/purchase options) along with the cost-share with the City would keep payments low; the first payment not due until 2015 if traded now. Commissioner Coleman indicated that there was enough money in the vehicle replacement fund to acquire the backhoe. Motion was made by Commissioner Coleman to pay the PUC's share of the backhoe trade in up front utilizing the vehicle replacement fund money. Motion was seconded by Commissioner Evenson. Motion carried all in favor.*

#### E. Walter Bradley Water Heater Rebate

*Motion was made by Commissioner Coleman to reimburse the water heater consistent with other like appliances (\$25.00). Motion was seconded by Commissioner Evenson. Motion carried all in favor.*

#### F. Water Ordinance 520 Water Regulations

*This item is tabled until next meeting.*

#### G. Water Ordinance 540 Rates and Charges

*This item is tabled until next meeting.*

#### H. Davy Engineering Well Drilling Update

*The drillers reached the first casing point yesterday afternoon. Originally estimated at 275 feet the actual depth based on sample description was called at 295 feet (20 feet deeper). This is at the base of the Oneonta Formation (the lower formation of the Prairie du Chien Group). The Prairie du Chien is a dolostone exhibiting karstic features and prone to lost circulation issues.*

*Today the hole was cleaned out and the hole was checked for plumbness. Static water is at 250 feet.*

*The 17 inch pilot hole shall now be reamed out to the final 30 inch and 24 inch casing shall be grouted in place and the temporary 30 inch surface casing shall be removed. The drillers are off until Monday, the 19th. The next progress report will be filed on the 20th.*

#### I. Dairy Land Power Cooperative Annual Meeting

*Administrator Todd provided the invitation to the Dairy Land annual meeting to ascertain whom, if any, from the PUC would like to attend. There was no interest in attending so there will not be anyone from Lanesboro attending this event.*

#### J. Bond Payoff-PFA Funding

*As part of the PFA Funding for the Water Treatment project, there is some existing debt that the PUC is considering paying off early. With that being said, a GO Bond and Sewer Bond collectively are being considered for early payoff. Administrator Todd provided the PUC with a recent amortization schedule and current bank reconciliation statements in order to determine the feasibility to pay off the notes to free up debt load for PFA funding. Commissioner Evenson and Commissioner Coleman stated that they would take this issue up at the next PUC meeting in June. No action taken at this time.*

#### K. Miscellaneous Items

*Jerod Wagner provided an update to the PUC regarding the recent UUMPA meeting. He stated that the income predictions are dismal due to cold weather related issues there is a \$35,000 disparity to overcome.*

*Wagner also asked about money set aside for manhole replacement. It was stated that there is \$10,000 set aside in the capital improvement fund for this project.*

*Wagner also requested the PUC allow the purchase of a trailer for supplies. Wagner stated that there simply isn't enough room in the pick-up truck to acquire the*

*necessary items for the varying projects. Motion was made by Commissioner Coleman to allow Wagner to seek quotes for the purchase of the trailer. Motion was seconded by Commissioner Evenson. Motion carried all in favor.*

*The PUC was provided with an itemized spreadsheet of aging utility accounts (accounts that are past due). Administrator Todd advised the Commission that there are a few accounts that are approaching the 90 day past due mark, many of which the owners of the account have not contacted City Hall regarding the account. Todd was seeking direction from the PUC regarding these accounts. Motion was made by Commissioner Coleman to pursue shut-off and disconnect of these accounts under current policy, with the exception being the accounts that are currently under a payment agreement. Motion was seconded by Commissioner Evenson. Todd stated that due process for shut-off must be adhered to and that a hearing with the account holder and the PUC must be offered. Coleman modified the motion to include a special meeting with the PUC within one week of notification of the account being disconnected or shut-off. Motion carried all in favor.*

**Next Meeting: June 16<sup>th</sup>, 2014 at 12:30 p.m.**

**Adjourn Regular Meeting:**

*Motion was made by Commissioner Evenson to adjourn the regular meeting of the PUC. Motion was seconded by Commissioner Coleman. Motion carried all in favor.*

Respectfully Submitted:

David Todd  
City Administrator